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2 JAN 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King  
Director of Logistics

SUBJECT: Update on Excellence

REFERENCE: Multiple addressee memorandum from DDA, dtd  
10 Dec 84, same subject

1. As requested by referent, attached is an update reflecting Excellence items accomplished by the Office of Logistics (OL) during the period 1 August to 31 December 1984, as well as those additional activities planned for 1985.

2. OL continues to seek out new methods and technology to improve services to our customers. We actively recognize and reward employees whose efforts and work reflect a "Search for Excellence," and by so doing hope to motivate others to strive for the same level of achievement.

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Daniel C. King

## Attachments:

- A. Reference
- B. Update on Excellence

OL 4000-85



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DDA Registry  
84-0217/96

10 DEC 1984

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education  
Chief, Career Management Staff, DA  
Chief, Safety Staff, DA  
Special Support Assistant, DA

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Update on Excellence

1. The Directorate of Administration (DA) has been a leader in the Agency's Excellence Program. Some time has passed since the Director has received an update on Excellence activities in the DA. By 15 January 1985, please provide  DA Planning Officer, with Excellence items accomplished by your component from August 1984 through the end of the calendar year. Also note any plans you may have for Excellence items in 1985.

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2. Let's maintain our leadership and sustain the momentum for Excellence that we've already established.

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Harry E. Fitzwater

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